

**REQUEST FOR APPLICATIONS (RFA)**  
**RFA # GD0-ME-12-1**

**District of Columbia**  
**Office of the State Superintendent of Education**

**Office of Public Charter School Financing and Support**



**FY 2012 Facility Modernization and Expansion Grant**

**RFA Release Date**  
April 20, 2012

**Pre-Application Conference (Mandatory)**  
May 11, 2012

**Intent to Apply Deadline**  
May 18, 2012

**Application Submission Deadline**  
June 1, 2012

**Checklist for Application**  
**FY 2012 Facility Modernization and Expansion Grant**

- ☐ The applicant is submitting one (1) original application in a binder with the required tabs and one (1) electronic copy emailed to [opcsfs.funding@dc.gov](mailto:opcsfs.funding@dc.gov) (containing one (1) PDF of the entire application, together with Excel versions of required **Attachments** and Word versions of all narrative sections of the application). If the applicant fails to submit (1) original application in a binder with the required tabs, the application will not be reviewed.
- ☐ The applicant is submitting all of the required *Excel Templates (TABS A through G)* and an electronic copy of the Excel Workbook (**FY12 Facility Modernization and Expansion Grant Attachments.xlsx**).
- ☐ The applicant organization/entity has responded to all sections of the Request for Application and contains all the information and Attachments requested (see page limits within):
  - **Cover Page:** FY12 Facility Modernization and Expansion Grant Attachments.xlsx (Tab B)
  - **Tab One:** Executive Summary
  - **Tab Two:** Table of Contents
  - **Tab Three:** Project Description
  - **Tab Four:** FY12 Facility Modernization and Expansion Grant Attachments.xlsx (Tabs C through [GH](#))
  - **Tab Five:** Required Appendices
  - **Tab Six:** Additional Appendices
- ☐ The appropriate appendices, including evidence to show that the applicant has the expertise, experience, resources, and management procedures sufficient to implement the proposed project, can provide project accountability, and other supporting documentation are enclosed.
- ☐ The RFA is submitted in a binder. Applications must be clearly identified on the outside of the binder:  
**Application in Response to**  
**FY 2012 Facility Modernization and Expansion Financing**  
**Grant RFA GD0-ME-12-1**  
**Applicant's Name**
- ☐ The application is not more than 8 pages in length (excluding identified attachments and appendices) and printed on 8 1/2 by 11-inch paper, single-spaced, on one side, using 12-point type with a minimum of one inch margins. Applications that do not conform to this requirement will not be reviewed.
- ☐ The **Applicant Profile**, found in **FY12 Facility Modernization and Expansion Grant Attachments.xlsx (TAB B)**, contains all the information requested and is the first/cover page of the application.
- ☐ The application format conforms to the one described in Section 3 [in the Table of Contents](#) "Scope of Program and Application Content".
- ☐ The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- ☐ The application is submitted to the OSSE no later than 5:00 p.m. on **June 1, 2012**. **Applications received at or after 5:01 p.m. EST on the deadline date will not be forwarded to the Review Panel. Any additions or deletions to an application will not be accepted after the deadline of 5:00 p.m.** Applicants will not be allowed to assemble application materials on the premises of the OSSE.

## Table of Contents

<b>1. General Information</b>	<b>4</b>
1.1. Overview	4
1.2. Purpose of Funds	4
1.3. Source of Funds	4
1.4. Grant Award	4
1.5. Funds Available	4
1.6. Eligibility	5
1.7. Permissible Use of Grant Funds	5
<b>2. Schedule</b>	<b>56</b>
2.1. RFA Release	65
2.2. Pre-Application Conference	65
2.3. Intent to Apply	6
2.4. Contact Person	6
2.5. Applications Due	6
2.6. Updates	76
<b>3. Scope of Program and Application Content</b>	<b>77</b>
3.1. Program Scope	77
3.2. Description of Application Content	76
3.3. Description of Application Sections	88
3.3.1. Tab 1 – Executive Summary	88
3.3.2. Tab 2 – Table of Contents	88
3.3.3. Tab 3 – Project description	88
3.3.4. Tab 4 – Project Financial Information, Budget Narrative & Operating Budget	88
3.3.5. Tab 5 – Required Appendices	99
3.3.6. Tab 6 – Additional Appendices	9
3.4. Scoring Priorities	99
<b>4. Review Panel and Application Scoring</b>	<b>10</b>
4.1. Review Panel	10
<b>5. General Provisions</b>	<b>10</b>
5.1. Monitoring and Reporting	10
5.2. Nondiscrimination in the delivery of services	10
5.3. Additional Information	10
5.4. Certificate of Good Standing	101
5.5. D.C. Obligations	110
5.6. Document Retention	114
5.7. Audits	11
<b>6. Required Attachments*(FY12 Facility Modernization and Expansion Grant Attachments.xlsx) *</b>	
6.1. Intent to Apply	Tab A
6.2. Applicant Profile	Tab B
6.3. Project Overview	Tab C
6.4. Sources and Uses of Funds	Tab D
6.5. Grades Served	Tab E
6.6. Board & Management	Tab F
<u>6.7. Projections</u>	<u>Tab G</u>
<del>6.7.</del> <u>6.8. Projections Balance Sheet</u>	<u>Tab G</u>

*\*Supplemental Attachments may be added as determined by applicant (e.g. awards, special recognition, large grants, etc.)*

## **SECTION 1: GENERAL INFORMATION**

### **1.1 Overview**

The Office of Public Charter School Financing and Support (“OPCSFS”), within the DC Office of the State Superintendent of Education (the “OSSE”), is soliciting applications from qualified District of Columbia public charter schools (“PCS”) and/or non-profits in response to the published Notice of Funding Availability (“NOFA”).

The OPCSFS supports public charter school facility projects that create appropriate, safe, and affordable environments for the provision of high-quality public education. The OPCSFS also supports projects that contribute to the efficient use of public resources and complement other community and economic development efforts.

### **1.2 Purpose of Funds**

Through this RFA, the OPCSFS is soliciting proposals for funding *Facilities projects* that:

- Revitalize and renovate District owned or Commercial buildings ~~properties~~ leased to Public Charter Schools;
- Ensure that District of Columbia Public Charter School students and families are provided with suitable learning environments to support academic success;
- Support the expansion of Public Charter Schools that are relocating to a new facility for the 2012-13 school year;
- Expand quality early childhood education and high school options, especially for low-income students; and
- Invest public resources in neighborhoods in greatest need for quality educational facilities and with the greatest hope of attracting and retaining residents.

Under this Request for Applications (“RFA”), the OSSE is inviting qualified applicants to apply for funding that will improve the quality of District-owned educational facilities occupied by PCS.

### **1.3 Source of Funds**

The United States Congress through the FY 2009 Appropriations Act (**Public Law 111-8**), awarded the District of Columbia Office of State Superintendent of Education the funds for the 2012 Facility Modernization and Expansion grants.

### **1.4 Grant Award**

The grant award will be available through December 31, 2012. Provided the applicant successfully meets the performance objectives, the Office of the State Superintendent of Education may extend the terms of this grant. The total duration of this grant, including any continuations under this provision, shall not exceed twelve (12) months.

~~The OPCSFS expects to issue award letters by no later than need a date.~~ All recipients of grant awards are expected to be notified by June 25, 2012 ~~need a date.~~ The OPCSFS expects to issue award letters by no later than need a date. June 29, 2012

### **1.5 Funds Available**

This RFA outlines the requirements for eligible applicants to receive these grants. Approximately \$~~80~~750,000 in total is available for improvements to schools locating in a new location for the 2012/13 school year with preference given to schools located in Government of the District of Columbia

properties, which are being leased to an eligible District of Columbia PCS. The maximum available to support a project from this program is \$200,000.

## 1.6 Eligibility

An organization/entity meeting one of the following criteria is eligible to apply for Facility Modernization and Expansion Financing grant funds under this Request for Applications:

- At the time of application, the applicant Public Charter School must have site control via an executed letter of intent, lease or other document (acceptable to the OPCSFS);

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- Grant funds must be used to improve a new location for the applicant Public Charter School, which will undergo renovation and be occupied by the applicant Public Charter School for the 2012/13 school year.

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- Each applicant school should provide evidence to show that it has resources and management procedures sufficient to implement the proposed project and can provide project accountability.

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The following organizations/entities are NOT eligible to apply under this RFA:

~~Individuals are not eligible to apply.~~

- Applications that are meant to supplement a Public Charter School's rent payment or other operational costs ~~are not eligible.~~

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- At the time of application, the applicant Public Charter School cannot have an outstanding OPCSFS Direct Loan or Credit Enhancement for the proposed facility; and

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- Schools that have been sanctioned by the Authorizer for: 1) regulatory or reporting compliance and/or, 2) ethical conduct in the previous two (2) years.

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~~Individuals are not eligible to apply, are not eligible to apply.~~

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## 1.7 Permissible Use of Grant Funds

As a general guideline, refer to the following chart, and please feel free to contact Al DeSabato with any questions.

Uses of Funds	Allowed?
Acquisition	NO
Lease Payments	NO
New Construction	☑
Major Renovation	☑
Minor Renovation	☑

General facility operating support	NO
Systems upgrades	NO
New resource rooms, labs, athletics, etc.	NO
Feasibility studies, pre-development and other similar "soft" costs	<u>NO</u> 
Mixed use facilities	NO

## **SECTION 2: SCHEDULE**

### **2.1 RFA Release**

The Release Date of the RFA is **April 20, 2012**. The RFA is available both on-line at [www.osse.dc.gov](http://www.osse.dc.gov) and in hard copy at the:  
Office of the State Superintendent of Education  
810 First Street, NE, 5<sup>th</sup> Floor  
Washington, DC 20002

### **2.2 Pre-Application Conference**

The MANDATORY Pre-Application conference will be held on **May 11, 2012** from 12 to 2 p.m. at:  
Office of the State Superintendent of Education  
810 First Street, NE, Room 9014  
Washington, DC 20002

### **2.3 Intent to Apply**

All eligible entities seeking to receive funding under this grant shall submit the Intent to Apply Form **Tab A – Intent to Apply in "FY12 Facility Modernization and Expansion Grant Attachments.xlsx"**, signed by an authorized signer, to the OPCSFS **by 5:00 pm on May 18, 2012**. This form may be either mailed, hand delivered or emailed (scanned with original signatures) to Al DeSabato, at the contact information provided directly below in Section 2.4.

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***Failure to submit the aforementioned Intent to Apply may result in a disqualification of the Applicant prior to review.***

### **2.4 Contact Person**

Applicants are advised that the authorized contact person for all matters concerning this RFA is:

Al DeSabato, Interim Director  
Office of Public Charter School Financing and Support  
Office of State Superintendent of Education  
810 First Street, NE, 5<sup>th</sup> Floor  
Washington, DC 20002  
(202) 741-5943 or [alfred.desabato@dc.gov](mailto:alfred.desabato@dc.gov)

Applicants are encouraged to email questions to the contact person listed above.

### **2.5 Applications Due**

Applications are due no later than **5:00 pm EST, on June 1, 2012**. All applications will be recorded upon receipt. **Applications received at or after 5:01 p.m., EST on the deadline date will not be accepted.**

The proposal **must be** delivered to the following location:  
Office of the State Superintendent of Education  
810 First Street, NE, 5<sup>th</sup> Floor  
Washington, DC 20002  
Attention: Al DeSabato, Interim Director, Office of Public Charter School Financing and Support

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the **5:00 pm** EST deadline on **June 1, 2012**, at the above location. **The Office of the State Superintendent of Education will not accept applications arriving via messenger/courier service at or after 5:01 p.m. In-person deliveries are strongly encouraged.**

**LATE APPLICATIONS WILL NOT BE REVIEWED.**

**2.6 Updates**

Information and updates regarding this RFA will be made available on-line at [www.osse.dc.gov](http://www.osse.dc.gov).

**SECTION 3: SCOPE OF PROGRAM & APPLICATION CONTENT**

**3.1 Program Scope**

Facility Modernization and Expansion Financing Grant funds must be spent to improve a new site to be occupied for the first time in the 2012/13 school year by a public charter school. Often, new sites to be occupied by a public charter school require improvements to accommodate the school's specific program for the first time.

**3.2 Description of Application Content**

**Criterion A: Location Identification**

Provide copies of leases, use agreements, or other occupancy agreements between the landlord and the applicant.

**Criterion B: Project Investment**

Use of these grant funds should take into account the duration of lease agreements relative to the amount of capital investment being made. Applications for more extensive rehabilitation and renovations and/or new construction will be more favorably received from public charter schools with long term leases or other longer-term agreements with the District. The project description should clearly address:

- **Reasonableness of Project Scope** – The proposed investment in the building is reasonable given the duration of the lease or use agreement.
- **Justification of Need** – Demonstrate a thorough facility assessment and estimated cost of improvements.

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**Criterion C: Public Benefit**

The proposed project maximizes the benefit of the grant dollars, by leveraging other public and/or private grant dollars, loans and/or in-kind support. The proposed project benefits a large number of public charter school students, to maximize the public benefit on a per-student basis.

**Criterion D: Project Plan**

➤ Include a current facility assessment that outlines the condition of the current location as well as the financial obligation of the school to the current location. This assessment also includes how suitable the location is to handle enrollment growth (square footage, specialty needs, children per classroom, unused space, etc.). This assessment is then clearly tied to a needs-based statement for this grant funds.

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➤ Describe the suitability of the site and project as an educational facility, in terms of quality, space utilization, amenities, and affordability. Include a floor plan/space utilization plan, indicating the types of spaces included in the plan, such as classrooms, resource rooms, admin space, athletic space, nursing rooms, etc. Include data about the square footage of the site, the project and each room. Indicate the number of square feet available per student.

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➤ Provide a description of the project and development team that indicates the applicant's capacity to carry out the project. In the **Tab 5 Required Appendices**, please provide a list and resumes of all professionals who will be assisting with the project including design, construction, engineering, legal, finance, etc.

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➤ Describe at what stage the project is at currently. Provide a timeline for the project from conception to completion.

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#### **Criterion E: Financial Feasibility**

➤ **Sources of Funds & Uses of Funds** – Submit the required **FY12 Facility Modernization and Expansion Grant Attachments.xlsx (Tab D)**, stating the anticipated sources and uses for this project. Demonstrate maximum leverage of this grant by securing other financing and/or grants. Demonstrate the need for the grant to fund a new facility project; that the Facilities Allowance is being leveraged in full for occupancy and capital expenditures; and that the project would not be possible without the grant funding.

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➤ **Financial Capacity** – Provide a 5-Year Budget as required in **FY12 Facility Modernization and Expansion Grant Attachments.xlsx (Tab G - Projections)**.

➤ Describe the process for determining cost estimates, financing estimates and any other economic assumptions.

### **3.3 Description of Application Section**

Applicants are required to follow the format below. The first page of the application must be the Applicant Profile (See RFA Page 9 – Application Requirements). The application must contain the following information (the requirements and limitations for each section are described within):

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#### **Tab One: Executive Summary (2 pages maximum)**

Provide a two-page summary of the proposal including key information about the need the project fulfills, the applicant school, the project site, the project, budget, timeline, and other key information the school believes would be helpful for the review. The proposal summary should highlight the primary program objectives that are discussed in depth in other sections of the application. The Executive Summary should be considered a separate, stand-alone document containing all of the relevant information.

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#### **Tab Two: Table of Contents (excluded from page total)**

The Table of Contents should list major sections of the application.

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**Tab Three: Project Description (maximum 10 pages)**

Please provide a thorough description of all aspects of the project. —The Project Description shall not exceed 10 (ten) pages and follow requirements for page formatting above. The Project Description will be a primary source for evaluating the proposal on the evaluation categories articulated in Section 2.2. Please ensure that all of those evaluation categories are addressed and provide any additional information the Review Team and OSSE needs to make a determination of award. Please include basic information about your school, such as grade levels served, projected enrollment, percentage of students eligible for free and reduced lunches, etc.

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**Tab Four: Project Financial Information, Budget Narrative, and Operating Budget (FY12 Facility Modernization and Expansion Grant Attachments.xlsx required Tabs must be complete; however, will not be counted in page total)**

The first page of this section should be FY12 Facility Modernization and Expansion Grant Attachments.xlsx – Tab D (Sources and Uses). This template should be followed by a detailed Construction Budget, as prepared by the General Contractor. These two documents should be followed by thorough narrative that contains a justification for each category listed in the project budget and how the applicant arrived at each itemized cost. The narrative should also explain how the proposed grant fills any financing gap. This narrative should follow requirements for page formatting above; however, there is no page limit for this narrative section.

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Project Financial Information and Project Budget templates are provided in FY12 Facility Modernization and Expansion Grant Attachments.xlsx (TABS C, D, G and GH). The budget for this proposal shall contain detailed, itemized cost information that shows direct and indirect costs.

Five years Facilities/Occupancy Operating Budget – FY12 Facility Modernization and Expansion Grant Attachments.xlsx – Tab G (Projections).

**NOTE: FY12 Facility Modernization and Expansion Grant Attachments.xlsx required Tabs must be completed; however, will not be counted in page total.**

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**Tab Five: Required Appendices (not counted in page total)**

This section shall be used to provide technical material, supporting documentation and endorsements. OPCSFS is cognizant that many District of Columbia PCS have previously provided many of these same materials to OPCSFS. As such, in the event an applicant believes that it has already provided a document to OPCSFS and that document is unchanged, please contact Al DeSabato at (202) 741-5943 or [alfred.desabato@dc.gov](mailto:alfred.desabato@dc.gov) to confirm the documents on file.

Required information is as follows (the OPCSFS reserves the right to request additional information as necessary to complete its review process):

**Tab 5-A Project Material**

➤ **Site Control:** Demonstration of site control (lease) for the project. Must provide copies of agreements with the District.

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➤ **Project Team:** List and provide resumes for all key personnel, including school and administrative staff, and other professionals (architect, general contractor, etc.) participating in the design and execution of the project. Provide backgrounds/ completed projects of all professional firms assisting with the project. Please include all **resumes of all individual professionals who will be assisting with the project** including design, construction, engineering, legal, finance, etc.

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- **Project Plans:** Floor plans, elevation views, artist's renderings or other graphic representation of the proposed project, if applicable. (It is not anticipated that an applicant will produce renderings for the sole purpose of responding to this RFA. Rather, if a project requires renderings and is at a stage where they are feasible, please provide them as they are useful in reviewing an application.)

- **Project Cost Documentation:** Cost Estimates and/or Price Quotes from contractors and vendors.

#### Tab 5-B Financial Information

##### Letters of Intent (LOI), Executed Lease Agreements,

- Commitment Letters, ~~Term Sheets~~, or other supporting documentation from Landlord or Financial Institutions evidencing the applicants ability to secure any necessary facility and/or financing;
- Sources and Uses of Funds;
- Un-audited Balance Sheet and Income Statement for the fiscal year ending 6/30/10;
- Audited Financial Statements from the most recent two fiscal years;
- A Proforma cash flow statement for the next five years; and
- An anticipated Financing Timeline.

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#### Tab Six: ~~Additional Appendices~~ (not counted in page total)

Applicant may choose to provide additional information. Additional and ancillary materials included in Tab Six are at the applicant's choosing. However, OPCSFS and Review Team members will not utilize such material in reviewing and evaluating the application, unless clearly referenced in the Project Description.

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### 3.4 Project Scoring Priorities

#### Priority will be given to:

1. **New applicants:** Applicants who have not previously been awarded either a Co-Location or Public Facilities Grant from the OPCSFS;
2. **Academic Excellence:** Schools that have demonstrated high academic performance that are not facing State or authorizer sanctions;
3. **High Schools and Early Education:** Quality high schools and early childhood PCS with proven track records of success, or promising new high schools and early education public charter school programs;
4. **Leverage:** Projects that leverage significant private financing, other governmental, or philanthropic funds;
5. **Vision:** Proposals that indicate long term strategic planning and vision on the part of the school;
6. **Environmentally Friendly:** Projects that create energy efficiencies or otherwise generate long term savings for the school and Projects that utilize environmentally friendly building techniques.
7. **Timing:** Projects that are scheduled for occupancy for the first time by September 1, 2012.

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## SECTION 4: REVIEW PANEL AND APPLICATION SCORING

### 4.1 Review Panel

The Facility Modernization and Expansion Grant is competitive. -A Review Panel for the 2012 City Grant will be convened to review, score, and rank each applicant's proposal. The Review Panel for this RFA will be composed of neutral, qualified professional individuals who have been selected for their unique experiences in education, project finance, neighborhood planning, community development, and/or facilities management.

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#### 4.2 Scoring Rubric<sup>2</sup>

~~The For details on 2012 Facility Modernization and Expansion RFA scoring please refer to the “Scoring Rubric will be provided at the Mandatory Pre-Application Conference.” attached at the end of this document.~~

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### SECTION 5: GENERAL PROVISIONS

#### 5.1 Monitoring & Reporting

The OSSE will monitor grant recipients through site visits and review of semiannual performance and financial reports. The purpose of these semiannual reports is to demonstrate that substantial progress has been made toward meeting the plans outlined in the grant application.

Timely submission of these interim reports is essential to ensure compliance with State protocol in managing this grant. All applicants are strongly encouraged to review and evaluate their organizational capacity to meet these reporting requirements. Failure to submit timely interim reports may result in delayed award payments and possible suspension of the grant award.

#### 5.2 Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving Facility Modernization and Expansion Grant funds.

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#### 5.3 Additional Information

The OPCSFS reserves the right to request and be provided with additional information, such as financial statements, academic progress data, etc., during the review process and after the award determination has been made.

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#### 5.4 Certificate of Good Standing

Each applicant must submit a Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs. The Certificate shall be current to within 60 days of the application submission.

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#### 5.5 D.C. Obligations

Each applicant must submit a notarized statement verifying that it is current on all obligations outstanding to any DC agency or entity.

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#### 5.6 Document Retention

Subrecipients of these funds are required to maintain complete documentation of grant activities including financial records, supporting documents, statistical records, and all other records pertinent to this award for a period of three years from end date of the program period to ensure that such documentation is available to the OSSE and/or other authorized entities for review, upon request.

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#### 5.7 Audits

At any time or times before final payment and three (3) years thereafter, the District and respective jurisdictional administrative agencies may have the applicant's expenditure statements and source documentation audited.

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